



<b>Job Title</b>	<b>Parks Development Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>19663</b>

## Class Specification – Parks Development Manager

### **Summary Statement:**

The purpose of this position is to provide comprehensive planning, design, project management, and program management to the Parks, Recreation, and Cultural Services Department. This is accomplished by leading and facilitating recreational and environmental planning efforts; preparing master plans and management plans; presenting projects and ideas in public forums; guiding the creation of development and planning policies that impact the department; reviewing private development plans including subdivision plans, annexation agreements, plats, etc.; conducting public processes and facilitating public meetings; preparing long range capital improvement plans; managing capital improvement budgets; fostering partnerships and collaborating with public and private partners; negotiating complex land acquisitions including multi-year financing, tax incentives, grants, donations, and conservation easements; and managing the Trails, Open Space, and Parks (TOPS).

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
25%	Implements Capital Projects and Programs.
20%	Leads and facilitates all recreational and environmental planning efforts including the preparation of master plans and management plans.
20%	Manages the trails, open space, and parks (TOPS) program.
15%	Guides the creation and development of planning policies that impact the department; applies policies through the evaluation and approving of private development plans, annexation agreements, plats, etc.
15%	Oversees and negotiates the procurement of parkland.
5%	Prepares and manages the Capital Improvement Program for the Department.



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### **Competencies Required:**

**Human Collaboration Skills:** Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

**Advanced Skills and Knowledge:** Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in parks administration, public administration, business administration, or a related field.

**Experience:** Five years of full-time responsible parks development program experience including two years of administrative and supervisory responsibility.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Colorado Landscape Architect Licensure and Registration	Upon hire
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Certifications required in accordance with standards established by departmental policy.	
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**Supervision Exercised:**

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

**Supervision Received:**

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Fiscal Responsibility:**

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

**Physical Demands:**

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, hardhat, gloves, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office, Autocad, GIS, and ArcMap.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: August 2014